Attendance Policy

At Town Street Playgroup, we believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. Regular attendance at playgroup can set good practice for statutory attendance at school.

All parents are expected to inform us by telephone or by text message on the first day of absence. If a child is absent for a second day without notification, we will contact the family by telephone to find out the reason for the absence.

Notice of planned absence due to medical appointments or holidays should be informed by email.

If children go missing with no reasons for absence, or are missing from the setting on repeated occasions, or are known to Children’s Social Care, we will share our concerns with the Duty and Advice Team at Children’s Social Care.

An attendance register is kept and will record reasons for absence.

September 2023